

# TRAVEL EXPENSE & MEAL REIMBURSEMENT HELP SHEET

January 1<sup>st</sup> 2016

Contact - Patty Hoover if you are Traveling to Canada or Have Questions about Credit Card restrictions



		IN-STATE	OUT-of-STATE
MEALS	Morning	\$ 5.00	\$11.00
	Mid Day	\$ 6.00	\$12.00
	Evening	\$12.00	\$23.00
		<u>\$23.00</u>	<u>\$46.00</u>

GOV LODGING RATE \*      ROOM      \$89.00  
   +7% TAX      \$ 6.23

Lodging Overnight w/o Receipt      \$12.00      \$12.00

\*NOTE: Lodging for **High Cost Cities** are exceptions – see web site below for Fed Rates  
Kalispell/Missoula; Glendive/Sidney; Big Sky/Bozeman/Yellowstone; Butte

FEDERAL Website: <http://www.gsa.gov/portal/category/100120>

MOM Website <https://montana.policytech.com/default.aspx?public=true&siteid=1>

DOA-Travel Site <http://sfsd.mt.gov/SAB/EmployeeTravel>

WSCA TRAVEL SITE <https://www.ustravel.com/index.php/wsca/>

The **Motor Pool** reservation site is available on the Mine site below  
<http://mine.mt.gov/services/motorpool/webreservations.asp>

State Travel Forms <http://doa.mt.gov/doatravel/travelmain.asp>

**Travel Voucher Form** is on the above web site

**Personal Vehicle Use Form** is on the above web site

MILEAGE RATE – AS OF **January 1<sup>st</sup> 2016**

.54 per mile for Non-Employees / OR in Town / MCDC  
.26 per mile Regular Rate/over 15 mile radius  
.19 per mile MOVING-Relocation



Mileage Calculator Web Site:

<http://www.symsys.com/~ingram/mileage/index.php>

or

<http://mt.gov/tourism/travel.asp>